



**Job Title:** LEARNING SUPPORT ASSISTANT

**Contract Hours:** 08.30 am – 4.00 pm (Part time hours considered)

**Grade:** 3, Point 4-6

**Responsible to:** Learning Support Manager

**Overall Responsibility:**

**Supporting the student**

- To develop knowledge of the range of learning support needs and to develop an understanding of the specific needs of the students to be supported.
- To help the student to learn as effectively as possible both in group situations and on his/her own using a range of strategies.
- To meet their physical needs as required whilst encouraging independence.
- To liaise with class teacher and SENCO about individual education plans (IEPs).
- To develop appropriate resources to support the students.
- To establish a supportive relationship with the students.
- To encourage acceptance and inclusion of the child with special needs.
- To develop methods of promoting/reinforcing the student's self-esteem

**Supporting the Teacher / Learning Support Manager**

- To assist in the development of a suitable programme of support (IEPs) for students who need learning support
- In conjunction with the Learning Support Manager and/or other professionals to develop a system of recording the student's progress.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the student.

**Supporting the School**

- Where appropriate, to develop a relationship to foster links between home and school.
- To liaise, advise and consult with other members of the team supporting the student when asked to do so.
- To use the school Behaviour Policy to support the learning of all students.
- To attend relevant in-service training.
- To be aware of school procedures.
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- To run and/or support the running of enrichment activities.

**Additional Responsibilities:**

- Undertake any duties reasonably requested by the Headteacher.